

# Employee Travel

## Section 1.8.2

### 1. PURPOSE

The purpose of this policy is to provide guidelines for authorization of travel and payment of travel expenses. This policy is not intended to cover short trips during work hours made by employees in the course of their regularly assigned work duties.

### 2. DEFINITION

The following terms apply consistently throughout this policy as defined below:

Approving Official: Council Appointees, and Directors of City Departments and Offices or designees.

CONUS: Per Diem rates are established by the U.S. General Services Administration (GSA) for federal travel conducted in the Continental United States ([CONUS](#)) and internationally. The City uses this schedule to determine rates and limits on Meals, Incidentals, and Lodging expenses. The CONUS rate schedule can be found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) under the link entitled "FY Downloadable File".

1. Non-standard CONUS rates are the rates specified in the schedule by city and county. If the destination is in this list, the corresponding rates will be used.
2. Standard - the standard CONUS rate is used if the city of destination is not specifically referenced in the schedule.

Traveler:

1. Full-time or part-time active employees except for the Mayor and Councilmembers and their respective unclassified staff, Council Appointees, and members of the City's Planning Commission, Civil Service Commission, and Elections Commission (see Council Policy 9-5, Travel by Elected and Appointed City Officials).
2. Any members of an agency which exists as an official City entity and which is administered by the City as a result of Council action.
3. Representative of any other agency which is duly authorized to act for or on behalf of the City for specified periods of time, but only for or during such specified time periods.

In-State Travel: Travel within the State of California that requires airfare and/or an overnight stay or when total travel expenses exceed \$500.

Local Travel: Travel within the State of California that does not require airfare and/or an overnight stay and total travel expenses are \$500 or less as identified in Section 5 of this Policy.

Out-of-State Travel: Any travel outside the State of California or international travel.

Statement Form to document all travel expenses submitted prior to and after travel.

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**Travel Coordinator:** Appointed by the Council Appointee or Directors of City Departments or Offices and typically shall be the Fiscal or Administrative Officer overseeing the Department's administrative staff. This position, (1) serves as the primary department contact for travel coordination and processing, (2) ensures travelers have read and understood this policy, and (3) ensures appropriate internal review and approval and that Statements submitted are in compliance with this policy.

**3. POLICY**

- 3.1 Approving Officials shall exercise due diligence to ensure that all expenses associated with travel are reasonable and necessary for the conduct of City business and are within budgetary limits and in compliance with this policy.
- 3.2 Any expenses with Statements may be reviewed and rejected by the Finance Director for noncompliance of this policy.
- 3.3 Failure to follow this policy may result in disciplinary action.
- 3.4 Traveler is required to attend approved conference, trainings, conventions, and other functions.
- 3.5 Authorization for travel is limited to and shall only be approved for conferences, trainings, conventions, and other functions from which the City derives a specific benefit through attendance by the traveler. As reasonably and operationally practicable, travelers and Approving Officials shall consider other means of participation for training-related and other functions like use of webinars and conference calls in lieu of travelling.
- 3.6 Travelers shall not commit City funds until travel is approved in accordance with this policy.
- 3.7 Any additional costs resulting from a traveler taking a companion on City travel shall not be reimbursed or paid by the City.
- 3.8 The City shall not be responsible for or reimburse any additional costs related to the extension of stay beyond the time necessary to complete the approved conference, trainings, conventions, and other functions.
- 3.9 All Statements must be submitted for approval with an official event brochure and/or agenda of the event that describes the schedule of sessions, provided meals, and other amenities of the event.
- 3.10 Travelers shall sign their Statement and cannot delegate the signature authority.
- 3.11 Travelers shall be reimbursed for the most cost-effective and direct route of travel including reasonably scheduled layovers of 1 and 1/2 hours before reaching the final destination among all the modes of transportation available or the lowest cost of transportation (regardless of mode or route).
- 3.12 The City shall follow the U.S. General Services Administration guidelines referred to as CONUS for calculation of appropriate travel expenses for lodging, meals, and incidentals.

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- 3.13 Travelers shall document all allowable and authorized travel-related expenditures with itemized receipts, invoices, or other acceptable documentation. The City will not reimburse travelers for unauthorized travel expenditures. For missing documentation, the traveler shall attach a written explanation detailing the expenditure and reasons for the missing receipt to the Statement.
- 3.14 For Group expenditures incurred by one traveler, the affected traveler shall submit with the respective receipts an itemized breakdown of each traveler's expenses.
- 3.15 Unless authorized by the Department Director, fees to travel agents and travel agencies will not be reimbursed for local, in-state, and out-of-state travel.
- 3.16 The Finance Department will provide a travel report for in-state and out-of-state travel to the City Manager's Office at least annually during the month of August or as requested.
- 3.17 In the event that the Mayor conducts travel as approved by City Council Policy 9-5, the guidelines contained in City Council Policy 9-5 will apply to the Police Officer(s) assigned to the Mayor's Security Detail.

**4. GENERAL CONDITIONS****4.1 Travel Time**

For non-exempt (hourly) travelers, required travel time to the event on workdays during normal working hours will be counted as time worked. Generally, travel time to the event on City business is limited to the actual dates of a function plus reasonable travel time not to exceed a maximum of twenty-four (24) hours before and/or after the function.

No overtime will be provided for travel time to the event, other than that mandated by the Federal Fair Labor Standards Act ("FLSA") requirements and/or approved Memorandums of Agreement (MOA). Departments must be aware of the FLSA and MOA requirements when arranging for travel for all non-exempt (hourly) travelers. Travel-related overtime in connection with travel on City business requires authorization from the Supervisor for local travel and the Approving Official as part of the approval for the request for travel for in-state and out-of-state travel. Please contact the Office of Employee Relations for further information regarding these requirements.

For in-state and out-of-state travel, upon prior approval by the Approving Official, the employee may stay beyond the time required for business purposes. Such time must be charged to an available leave balance such as vacation, executive leave, personal leave, or compensatory time for the individual traveler. If the extended stay requires the use of the traveler's leave balances, the usage of these leave balances must be pre-approved by the traveler's supervisor.

**4.2 Environmentally Preferable Travel Requirements**

Travelers shall attempt to reduce the environmental impact of their travel through the following actions:

- Transportation shall be by common carrier or public transit whenever appropriate.
- Use of the most fuel efficient and lowest emission vehicle available that is suitable for the purpose.

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- When travelling by automobile, travelers shall confirm that their tires are properly inflated to the recommended pressure and observe the posted speed limits to conserve gasoline.
- Whenever practicable, Travelers shall carpool with others attending the same event and shall consider the use of public transit or taxis.
  - Lodging shall be evaluated to minimize unnecessary travel at the destination and to reduce the impacts of the lodging itself. Before completing a Statement, travelers should visit the City's [Environmentally Preferable Procurement](#) site to review updated travel recommendations and requirements.
- At the hotel or any conference site, travelers shall comply with any voluntary conservation practices.

**4.3 Cash Advances**

Petty Cash may not be used to advance funds for travel.

In general, cash advances are granted for meals and lodging expenses only. Cash advances are only processed if no other payment method is available within the department such as utilization of a Procurement Card or the traveler requests an advance.

If a cash advance is requested, the cash advance section of the Statement must be completed and submitted to the Finance Department at minimum within 30 to 15 days prior to departure. Cash advances will not be issued more than 30 days prior to departure. Cash advances will be included in the traveler's paycheck prior to the travel departure date if the Travel Statement is submitted within the required timeline. Cash advances will not be provided if the Travel Statement is submitted in fewer than 15 days of departure.

By requesting and receiving a cash advance for an event, the traveler authorizes the City to deduct the amount of the advance from the traveler's wages if a Statement is not received within the required timeline (see Section 6.5.1 of this policy). If the advance is less than actual expenses, reimbursement will be included in the traveler's next paycheck after processing by the Finance Department. If the advance exceeds actual expenses, the amount owed to the City will be deducted from the traveler's next paycheck after the Statement is processed by the Finance Department.

**4.4 Reasonableness of Travel Costs**

Given operational constraints, travelers shall use every effort to contain costs for travel expenditures by booking travel well in advance to take advantage of lower rates and available discounts, as well as appropriately estimate all anticipated costs. Travelers shall attach an explanation to the Statement to document any excessive costs, last minute travel arrangements, as well as significant variances between estimated and actual expenditures of travel expenditures.

**4.5 Mandatory Use of Norman Y. Mineta San Jose International Airport**

Travelers traveling on City business by scheduled air carrier are required to use Norman Y. Mineta San José International Airport as the point of departure and return unless:

- 4.5.1 Scheduled air carrier service to or from the destination is not available from Norman Y. Mineta San José International Airport.

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- 4.5.2 There is more than a 1 and 1/2 hour scheduled layover at any intermediate airport before reaching the final destination from flights arriving or departing from Norman Y. Mineta San José International Airport compared to flights arriving or departing from other Bay Area airports.
- 4.5.3 The total cost of travel to or from Norman Y. Mineta San José International Airport exceeds the cost of travel to or from an alternative airport. In determining whether to approve the use of an alternate airport, consideration should be given to all costs associated with travel to and from such airport.
- 4.5.4 If for City business reasons, a traveler does not reside in San Jose and is closer to an alternate airport.

Should a traveler not use Norman Y. Mineta San José International Airport for one of the exemptions stated above, they shall attach a written explanation to their Statement for approval by the Approving Official, indicating the specific exemption for using an alternate airport.

**5. Local Travel****5.1 Approval**

Local Travel shall be approved by the Approving Official prior to the traveler's departure.

**5.2 Transportation**

Travelers shall use public transportation, a City vehicle or their private vehicle for transportation to local travel events. (See City Policy Manual Section 1.8.1, Use of City and Personal Vehicles or [City Policy Manual Section 1.8.3, Private Vehicle Mileage Reimbursement Policy](#))

**5.3 Reimbursement for Travel Expenses**

Typical reimbursable expenses for local travel include mileage, public transportation, parking, meeting or conference registration fees, and meal expenses. The City does not allow per diem reimbursement for meals and incidentals for local travel. Only expenditures supported by itemized receipts will be reimbursed. The maximum reimbursement for meals and incidentals supported by itemized receipts will be up to 150% of the applicable CONUS rate for the destination.

Travelers are not required to file any forms with the Finance Department unless travelers request a cash advance (use Travel Statement) and/or reimbursement of travel expenses (use Employee Reimbursement form). To request a cash advance, travelers must follow with the procedures outlined in Sections 4.3.

**6. In-State and Out-of-State Travel****6.1 Travel Statement**

For In-State and Out-of-State travel as defined in the Definition section of this policy, the Statement shall be used to request approval for travel and to document travel expenses. The Statement is available on the [Finance Department's intranet website](#).

**Employee Travel****Section 1.8.2****6.2 Approval of Travel****6.2.1 In-State Travel**

Approving Officials are responsible for approving In-State travel including approval of the travel request portion of the Statement and reimbursement for travel expenditures after completion of travel. The use of hotels is generally restricted to cities located beyond 75 miles from the San Jose City Hall or the Traveler's residence unless approved prior to departure by the Approving Official for travelers who have to attend early or late meetings at the destination.

**6.2.2 Out-of-State Travel**

Out of State Travel, has been amended as of October 21, 2014, per Council Resolution #77190. The Resolution states that Approving Officials may approve travel with a final destination in the state of Arizona.

Approving Officials are responsible for approving Out-of-State travel including approval of the travel request portion of the Statement and reimbursement for travel expenditures after completion of travel.

For international travel or for Out-of-State travel where more than three travelers from the same department are attending the same event, the respective Council Appointee is responsible for approving the travel request.

**6.2.3 Emergency Travel**

The Chief of Police, Fire Chief, and Director responsible for Animal Care Services or their duly authorized representative may authorize emergency travel for their respective personnel in the following cases:

6.2.3.1 For lawful extradition of felons wanted by the City of San Jose where immediate departure by authorized City personnel is required.

6.2.3.2 For investigative travel, where such travel requires immediate departure by authorized Police Department personnel.

6.2.3.3 In response to mutual aid requests.

**6.3 Reimbursable Travel Expenses****6.3.1 Ground Transportation**

Travelers shall choose the lowest cost for ground transportation taking into consideration reasonable travel time and other related cost factors such as parking.

If two or more travelers are authorized to attend the same event and ground transportation is to be utilized during any portion of travel, the department shall coordinate travel arrangements to maximize the use of such ground transportation by the travelers involved in order to minimize the expense to the City. Unless approved by the Approving Official, refusal by travelers traveling to the same event to coordinate travel arrangements may be the basis for non-payment of transportation reimbursement. Payment for the use of any particular mode of transportation is determined by the Approving Official based on the least total cost to the City.

**Employee Travel****Section 1.8.2****6.3.1.1 City Vehicle**

When an employee uses a City Vehicle for transportation to and from a point of destination, [City Policy Manual Section 1.8.1, Use of City and Personal Vehicles](#) applies.

**6.3.1.2 Private Vehicle**

6.3.1.2.1 When a traveler uses a private vehicle for transportation to and from a point of destination, City Policy Manual Section 1.8.1, Use of City and Personal Vehicles applies and payment is at the City's mileage reimbursement rate. (See [City Policy Manual Section 1.8.3, Private Vehicle Mileage Reimbursement Policy](#))

6.3.1.2.2 When a traveler uses a private vehicle for transportation to and from scheduled carrier services (airport, etc.) or for intra-City transportation, payment is at the City mileage reimbursement rate. (See [City Policy Manual Section 1.8.3, Private Vehicle Mileage Reimbursement Policy](#))

6.3.1.2.3 When, for personal reasons, a traveler elects to travel by private vehicle to and from a point of destination rather than flying, the traveler will be reimbursed for the least expensive mode of transportation. Travelers shall provide documentation for the lowest cost of public transportation along with the Statement. In addition, parking fees and taxis will only be reimbursed if these expenses would have been qualified reimbursements had the traveler used public transportation.

**6.3.1.3 Rental Cars**

Rental cars are only allowed for business reasons (i.e., travel to and from a hotel and a conference and it is not included in the event/conference registration) and with prior approval by the Approving Official. Rental Cars shall only be approved, if other Ground Transportation, such as shuttles or taxis, is more expensive during the stay at the destination. If a rental car is approved, it is the traveler's responsibility to only rent a Compact or equivalent rental car and to reduce the total cost of the car rental by reducing optional costs such as vehicle options and refueling charges. Traveler shall refuel the rental car prior to returning the rental car, if additional charges apply for refueling. A rental car level above Compact requires prior approval by the Approving Official and is only authorized for group travel.

Car insurance for rental cars is not necessary while the rental car is being used for City business. The City, as the employer, bears responsibility for damage or injury arising from a traveler's use of the rented vehicle, provided that the use is within the scope and course of their employment. Presently the City covers this responsibility through self-insurance.

When travelers on City business are renting vehicles and use the rental car for personal transportation, any liability arising from personal use will be the responsibility of the traveler. Because of this liability, the traveler may purchase additional insurance coverage, but it will be at the traveler's sole expense (i.e., non-reimbursable).

Please refer to Section 6.4.6 regarding non-reimbursable expenditures for rental car options.

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Travelers shall fly coach class on the lowest cost flight/s available for the most direct route to the final destination, which could include reasonably scheduled layovers of 1 and 1/2 hour along the way to reaching the final destination. The City will pay only the costs for the most direct route and least expensive travel necessary to accomplish the purpose of the City travel.

Any additional cost resulting from deviation from the most direct route will not be reimbursed unless incurred for the benefit of the City, as determined by the Approving Official. Travelers that choose to use their personal frequent flyer miles for City business shall not be reimbursed for the value of the tickets.

**6.3.3 Lodging**

In general, travelers shall request the government rate, if available for local governments, as well as exemption from the destination's Transient Occupancy Tax or Tourism Tax, if applicable.

Travelers attending a conference or seminar are encouraged to stay at conference hotels, which offer a negotiated conference rate. If rooms are not available at the conference negotiated rate, traveler shall stay at an alternate hotel with the most economical rate, which shall be capped at 150% of the applicable CONUS rate for lodging. All other lodging expenses shall be capped at 150% of the applicable CONUS rate for lodging. Lodging expenses exceeding this limit will be borne by the traveler and will not be the City's responsibility. Exceptions to this limit must be approved in advance of travel by the respective Council Appointee as part of the approval process. Lodging expenses shall be documented through itemized receipts as proof of payment.

Travelers shall be reimbursed for the single-room lodging rate unless lodging is shared by another traveler traveling on official City business. If the room is shared by another traveler traveling on official City business, the City's reimbursement rate shall be based on the rate charged for the number of travelers traveling on official City business occupying the room. Travelers traveling on official City business sharing a room shall submit their Statements at the same time to the Approving Official for approval and Finance for processing.

**6.3.4 Meals**

Per diem meal expenses are determined by the applicable CONUS rates. Travelers may be reimbursed for meals and incidentals on a per diem basis using the applicable CONUS rate or by submitting itemized receipts. A traveler must choose to be reimbursed by per diem or for actual expenses by submitting itemized receipts and that choice will apply to the entire trip, all per diem expenditure categories, and cannot vary from day-to-day. Any reimbursement of itemized receipts will be up to 150% of the applicable CONUS rate. Itemized receipts are not required to be submitted when using the applicable per diem rate for reimbursement of meal expenses.

For the first and last day of travel, a traveler is limited to 75% of the applicable per diem rate for meals and incidental expenses unless the traveler departs substantially earlier on the first day of travel or arrives substantially later on the last day of travel than standard business hours.

Event brochures/agendas are a required documentation to accompany the travel Statement. They will be used to determine what meals are provided as part of the event (included in the registration fee). When meals are provided as part of the cost of an event, travelers will not be provided per diem



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or reimbursed for actual expenses of these meals. When the traveler can justify a legitimate business or personal reason, such as dietary restrictions, to not participate in the provided meal, the traveler must submit written justification to request reimbursement for a separately purchased meal.

Please refer to Section 6.4.1 regarding non-reimbursable expenses for alcoholic beverages.

#### 6.3.5 Incidental Expenses

Incidental expenses include reasonable fees such as tips given to porters, baggage carriers, bellhops, housekeepers, flight attendants, hotel personnel in foreign countries and transportation providers between places of lodging or business and places where meals are taken if suitable meals cannot be obtained at the temporary duty site. A traveler must choose to be reimbursed by per diem or for actual expenses by submitting itemized receipts and that choice will apply to the entire trip, all per diem expenditure categories, and cannot vary from day-to-day. Itemized receipts are not required to be submitted when using the applicable per diem rate for reimbursement of incidental expenses.

Reimbursement requests for actual incidental expenses require an itemized list of the incidental expenses. The request for reimbursement of incidental expenses must include a listing of the date, type of expense, and expense amount. The maximum amount of reimbursement shall be 150% of the applicable CONUS rate for Incidentals.

#### 6.3.6 Mandatory Fees

Mandatory Fees, which are not covered by Section 6.3.5, such as gratuity which is charged as part of a group meal expenditure or at a hotel are reimbursable expenses with submission of itemized receipt.

#### 6.3.7 Personal Phone Calls

The City will reimburse travelers for personal phone calls up to \$10 per day with proper documentation (i.e. hotel statement showing phone usage). For business related cell phone calls, refer to [City Policy Manual Section 1.7.4, Cellular Telephone Policy](#).

#### 6.3.8 Internet Connection Services

Internet Connection Services purchased to conduct City business until reaching the travel destination or at the lodging destination are reimbursable expenses with submission of itemized receipt.

#### 6.3.9 Parking

Actual costs for parking will be reimbursed when supported by itemized receipts and approval to use a personal vehicle or rental car is obtained in advance. Staff should use lowest cost alternative for parking within a reasonable area from the destination.

### 6.4 Generally non-reimbursable Travel Expenses

#### 6.4.1 Alcoholic Beverages

Under no circumstances will expenses for alcoholic beverages be reimbursed by the City except as specified below.

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Purchases of alcoholic beverages may be expended or reimbursed for very limited economic development functions only with the prior approval of the City Manager. The Department Director requesting an expenditure or reimbursement for the purchase of alcoholic beverages for a City sponsored economic development event, shall send a memorandum to the City Manager prior to the purchase of any alcoholic beverages explaining the reasons that the purchase of said beverages is appropriate and necessary for a specific event. Payment for expenditures or reimbursement for the purchase of alcoholic beverages will not be made without prior written approval from the City Manager.

Notwithstanding these exceptions, all City employees must comply with the Substance Abuse Program & Policy (City Policy Manual Section 1.4.2 or as included in the applicable MOA) and the Alcohol Use at City Facilities Policy (City Policy Manual Section 1.4.4).

#### 6.4.2 Personal Expenses

Personal expenses for entertainment costs such as in-room movies or games are not eligible for reimbursement.

#### 6.4.3 Excess Baggage Charges

Excess baggage charges are generally not eligible for reimbursement. If the airline charges for all checked baggage, the City will cover the cost for one checked baggage only. A valid business related justification must be provided for these charges with a valid airline receipt for the excess baggage charge.

#### 6.4.4 Laundry and Dry Cleaning

Laundry services and dry cleaning are generally not eligible for reimbursement. In rare circumstances of an extended business trip over seven calendar days and where the traveler is required to conduct City business in excess of five of the seven days, reasonable laundry expenses may be reimbursed for necessary business wear. If the business trip extends over seven days, due to non-City business related purpose (see Section 4.1 of this policy), no laundry services or dry cleaning expenses will be reimbursed.

#### 6.4.5 Hotel Related Fees

In general, non-mandatory hotel related fees for bundled services (Resort Fees) are not reimbursable unless at least one of the bundled services related to the fee are essential for conducting City business. Mandatory hotel related fees will be reimbursed with submission of itemized receipt.

#### 6.4.6 Rental Car Options

Rental Car Options such as GPS Devices are not a reimbursable expenditure unless pre-approved by the Approving Official.

### 6.5 Reimbursement for Travel Expenses

#### 6.5.1 Submission Deadline

##### 6.5.1.1 Travel with Issued Cash Advance

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Within 14 days after completion of travel, an approved Statement shall be submitted to Finance for processing. Statements that are not turned in within 30 days from the Return Date will be considered delinquent. A list of all delinquent Statements will be sent to the respective Travel Coordinator and escalated to the Approving Official, if needed.

**6.5.1.2 Other Travel**

Finance encourages an expedited submission, approval, and processing of travel reimbursements.

**6.5.2 Documentation**

A completed Statement must accompany claims for travel expenses whether or not an amount is owed to the traveler. The Statement must account for all expenses, including City paid, traveler paid, prepaid amounts and procurement card transactions (e.g., airfare, registration). All City Procurement Card transactions must follow the Procurement Card Policy (City Policy Manual Section 5.1.2).

All expenses, other than those covered by per diem, must be supported by itemized receipts regardless of payment method.

Travelers who pay for travel expenditures with a City Procurement Card and have complied with City Policy Manual Section 5.1.2, City Procurement Cards, shall submit the appropriate documentation for the purchase with the Procurement Card Statement and note such payment method on the Travel Statement as well as the month of the Procurement Card Statement.

Travelers who pay with a Traveler owned Credit Card, cash, or check must submit itemized receipts with the Statement including a boarding pass, duplicate boarding pass or receipt obtained at check-in as proof of payment for airfare. This proof of payment can only be obtained upon check-in and will be required before flight expenses will be reimbursed. For missing receipts, the traveler shall attach a written explanation detailing the expenditure and reasons for the missing receipt to the Statement.

**6.5.3 Statements with Outstanding Balances**

For travel involving cash advances, in accordance with Internal Revenue Service guidelines, failure to comply with the submission deadlines for processing may result in a taxable reimbursement or the cash advance being deducted from employee's payroll check and the travel reimbursement being denied.

If an amount is owed to the City, the amount must be noted on the Statement. Upon verification and processing by the Finance Department, the amount owed will be automatically deducted from the employee's next paycheck. If an amount is owed to the traveler, the amount must be noted on the Statement. Upon verification and processing by the Finance Department, any amount owed to the traveler will be reimbursed no later than the second paycheck following the date of submission to the Finance Travel Desk.

Reimbursements can be delayed due to incomplete documentation.

**Employee Travel****Section 1.8.2****7. PROCEDURES**I. Approval for Local Travel

<b>RESPONSIBILITY</b>	<b>ACTION</b>
Traveler	1. Discusses planned travel and expenses with immediate supervisor.
Direct Supervisor	2. Reviews Local Travel plans for compliance with this policy. 3. Approves or denies request to travel.
Traveler	4. Attends event as discussed with direct supervisor. 5. Obtains and retains receipts for all expenses incurred regardless of payment method. 6. Requests reimbursement of any expenses paid with personal funds, when applicable, using the Employee Reimbursement form.
Finance	7. Processes reimbursements.

II. Approval for In-State and Out-of- State Travel

<b>RESPONSIBILITY</b>	<b>ACTION</b>
Traveler	1. Discusses planned travel and expenses with immediate supervisor. 2. Completes Statement in accordance with Travel Procedures found on <a href="#">Finance Department's intranet website</a> . 3. Submits Statement for approval to direct supervisor more than four weeks prior to travel day. 4. Attaches an explanation outlining the reasons for late submission of Statement, if applicable.
Direct Supervisor	5. Reviews Statement for compliance with this policy. 6. Approves or denies request to travel. 7. Signs approved Statement in the Approval to Travel and Issue Cash Advance section of the form. 8. Submits approved Statement for Approving Official approval within three business days of receipt of Statement.
Approving Official	9. Reviews Statement for appropriate purpose of travel, availability of budget, and compliance with this policy.

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<b>RESPONSIBILITY</b>	<b>ACTION</b>
	10. Approves or denies request to travel and informs Traveler.
	11. Signs approved Statement in the Approval to Travel and Issue Cash Advance section of the Statement.
Travel Coordinator	12. Reviews Statement for completeness in accordance with Travel Procedures found on <a href="#">Finance Department's intranet website</a> .
	13. If a cash advance is requested, submits completed original Statement to Finance Travel Desk within three business days of receipt.
	14. Retains complete submission in department files.
Finance	15. If applicable, issues Cash Advance via Employee's Paycheck for the next possible payday.
Traveler	16. Attends event as discussed with direct supervisor.
	17. Obtains and retains receipts for all expenses incurred, regardless of payment method.

**III. Reimbursement for In-State and Out-of-State Travel**

<b>RESPONSIBILITY</b>	<b>ACTION</b>
Traveler	1. Completes remaining sections of the Statement in accordance with Travel Procedures found on <a href="#">Finance Department's intranet website</a> and attaches required documentation such as event brochure, itemized receipts, etc. in accordance with this policy.
	2. Submits to direct supervisor within three business days of last date of travel.
Direct Supervisor	3. Reviews Statement for compliance with this policy.
	4. Resolves all issues of inadequate documentation or inappropriate expenditures with traveler.
	5. Submits for department Approving Official approval within three business days of receipt.
Approving Official	6. Reviews and approves, modifies or denies Statement.
	7. If approved, signs Statement in the Approval section of the form.
	8. Submits to department Travel Coordinator within three business days

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of receipt.

Travel Coordinator

9. Reviews Statement for completeness in accordance with Travel Procedures found on [Finance Department's intranet website](#) and for compliance with this Policy.
10. Submits completed Statement to Finance Travel Desk within three business days of receipt.
11. Serves as department liaison for all issues regarding incomplete documentation or questionable travel estimates with the Finance Travel Desk.

Finance Travel Desk

12. Processes traveler reimbursements and deductions in accordance with Section 6.3 of this policy.

Approved:

/s/ Jennifer Maquire  
Interim Senior Deputy City Manager

February 23, 2015  
Date